

# City of Clarkston

## CITY CLERK

POSITION TITLE:	City Clerk	EXEMPTION STATUS:	Exempt
JOB FAMILY:	Administration/Council	JOB LEVEL:	27
GENERAL POSITION SUMMARY:	This position is responsible for planning, directing and supervising administrative staff and day to day operations of Admin office of City Hall.	<u>POSITION RELATIONSHIPS</u> SUPERVISES:	Receptionist
COST CENTER #:	General Administration	APPOINTED BY: SUPERVISED BY:	City Council City Manager

### GENERAL DUTIES AND RESPONSIBILITIES:

- To support the vision, mission and guiding principles of the City of Clarkston.
- While performing any procedure, all employees and contract personnel must observe applicable Safety, Health, and Environmental rules and guidelines. The use of appropriate personal protective equipment is required.
- Attend and participate in training opportunities and seminars relevant to this position.
- Adhere to appropriate company operating procedures, benefit rules, employment, and safety policies/practices.

### JOB SCOPE

Work involves planning, directing and supervising administrative and clerical personnel and services involving official City records, customer service, human resources, city budget creation, taxation/ revenue collection and elections.

### MAJOR DUTIES:

- Under the direction of the City Manager, plans, directs, and supervises the daily operations of City Hall and administration office employees engaged in accounts payable, business license activities, special permits issuing and customer service;
- Interviews and recommends new employees for administrative office positions; reviews and appropriately acts on various personnel actions including hiring, payroll changes and disciplining;
- Assists the City Manager and Finance Officer in the preparation and presentation of the City's annual budget, financial reports, revenue administration and departmental expenditure management; ensures monthly budget reports are provided for Mayor, City Council, department directors and public use; Assists in facilitating City financial audit process;
- Reviews and verifies all tax collections for real, personal, alcohol, utility and franchise revenues;
- Oversees preparation for regular and special City Council meeting; records the proceedings and prepares the minutes with proper legislative terminology, indexing and filing for the public record; disseminates information to proper governmental partners as requested;

This document is provided by the City of Clarkston for the benefit of its employees. It is not a contract and does not create a contract of any kind. The City of Clarkston, at its sole discretion, may modify, suspend or terminate the document at any time, with or without notice. Final interpretation of the document and its provisions is the responsibility of the City Manager, or his designee.

# **City of Clarkston**

## **CITY CLERK**

- Maintains City records and public documents storage system; performs certification and recording for the City as required on legal documents and other records requiring such certification; seals and attests by signature to ordinances, resolutions, contracts, or other documents requiring City certification; catalogs and files all City records;
- Reviews and approves all Occupational License and Alcohol license applications and renewals;
- Maintains and updates the City website;
- Provides clerical support to the City Manager, Mayor, Council and; composes and types various forms of written correspondence;
- Responds to open record requests; determines necessary response actions for other departments to open records requests;
- Serves as superintendent of City elections; Plans, coordinates and files proper legal procedures for elections process;
- Administers and maintains City HR functions for employee personnel records, manages City's retirement plan, compensation and benefits; administers all City insurance policies, including medical, dental, vision, life, property, and vehicle insurance; Process and facilitates official personnel complaints;
- Performs related work as required.

### **KNOWLEDGE REQUIRED BY THE POSITION:**

- Knowledge of modern office practices, methods, equipment, and standard clerical procedures;
- Knowledge of public accounting, fixed assets accounting, finance, budgeting and auditing principles, procedures and techniques;
- Knowledge of principles and practices of public financial administration, including budget preparation;
- Knowledge of statistical methods, techniques and financial report preparation;
- Knowledge of laws and procedures for publication of notices and ordinances;
- Knowledge of laws and procedures for facilitating City contracts;
- Knowledge of event and meeting planning procedures;
- Knowledge of City ordinances, City investment policies and bond agreements, property tax allocation, Federal and State payroll taxes and laws governing local governments;
- Knowledge of municipal laws, policies, codes and regulations;
- Knowledge of City codes, rules and processes pertaining to occupational business licenses and alcohol permits;
- Knowledge of the legal requirements related to keeping and preserving Council minutes and all official City records;
- Knowledge of human resource regulations and administration procedures pertaining to benefit programs, records retention, privacy policies, workers compensation and complaint mediation;
- Knowledge of current election laws, policies and procedures
- Knowledge of supervisory and management practices;
- Skill in the operation of modern office equipment and computer software;
- Skill in basic website editing;
- Ability to understand complex legal issues and requirements;
- Ability to obtain city clerk certification;

This document is provided by the City of Clarkston for the benefit of its employees. It is not a contract and does not create a contract of any kind. The City of Clarkston, at its sole discretion, may modify, suspend or terminate the document at any time, with or without notice. Final interpretation of the document and its provisions is the responsibility of the City Manager, or his designee.

# City of Clarkston

## CITY CLERK

- Ability to handle confidential matters with discretion;
- Ability to gather, organize and analyze data from multiple sources; ability to prepare clear and concise reports and maintain minutes and important records;
- Ability to understand and follow oral and written instructions;
- Ability to produce verbal and written communications clearly and effectively;
- Ability to establish and maintain effective working relationships with City employees, City officials and the general public.

**Supervisory Controls:** Work is performed under the general supervision of the City Manager and reviewed through the inspection of records and the evaluation of the efficiency and effectiveness of operations.

**Guidelines:** Guidelines include governmental Generally Accepted Accounting Principles (GAAP); Governmental Accounting Standards (GAS); State and Federal laws and regulations governing municipal financial administration, benefit administration, workers compensation and hiring practices; State of Georgia Sunshine law, Open Records law and municipal election laws; City ordinances, policies and procedures; and departmental rules and regulations. These guidelines are sometimes clear and specific, but may require interpretation in application.

**Complexity:** Work requires analysis and judgment in accomplishing diversified duties. Work requires the exercise of independent thinking within the limits of guidelines, policies, standards, and precedents. The work consists of a variety of administrative, record keeping and clerical duties.

**Scope and Effect:** The purpose of this position is to maintain official city records; provide administrative and clerical support to the City Manager, Mayor and Council; and to plan and direct the financial, human resource and election operations of the City. Successful implementation ensures effective administration and implementation of approved financial and human resource policies, procedures, plans and programs

**Personal Contacts:** Contacts are typically with City Manager, Mayor, City Council, Department Directors, business owners, auditors, other City employees and the general public.

**Purpose of Contacts:** Contacts are typically to give and exchange information, mediate complaints, resolve problems and provide services.

**Physical Demands:** The work is typically performed with the employee sitting at a desk. The employee uses tools or equipment requiring dexterity.

**Work Environment:** The work is typically performed in an office.

**Supervisory and Management Responsibility:** Responsible for supervising the Receptionist/Administrative Assistant.

# **City of Clarkston**

## **CITY CLERK**

### **Minimum Qualifications:**

Bachelor's degree in Business Management, Finance, Human Resources, Public Administration or related field; seven (7) years related experience; five (5) years of supervisory experience; State of Georgia Municipal Clerk certification preferred; PHR certification preferred; equivalent combination of education and experience.

**Salary:** \$80,000